Regarding deliverable # 8 on page 2 of the SOW "Other duties related to the intranet project may be assigned" The cost response requests pricing per deliverable - please advise how to price deliverable #8
This is technically not a deliverable, but an acknowledgement of what might happen. You do not need to price this.

Please define "Should not exceed" regarding the $20,000 budget
We need to accomplish our objectives within the $20,000 budget.

How did you arrive at or what steps did you take to determine the budget of $20,000
See above.

What do you mean by Governance Documents? / Please describe what 'Governance Documents' mean.
We need governance documents to provide a standardized and consistent method of doing business with SP 2010. It should be a resource to help business analysts and power users understand how SharePoint is used in our organization.

The types of things we want to include are:
> Delegation of Authority
> Consistent URL naming and structure
> Approved permission guidelines
> Metadata tagging guidelines
> Usage policies and responsibilities
> Enforceable policies
> Branding and customization guidelines

What do you mean by Best Practices reviews and recommendations?
A review of the processes used in delivering SharePoint to users and recommendations for more efficient and effective outcomes.

Will all existing content be migrated from MOSS 2007 to SP 2010?
Prior to migration we will ask all site owners to remove any unused information and delete any sites that are no longer needed.   Once all sites have been removed or cleaned up, all existing content will be migrated to SP2010.

Is the plan to retire MOSS 2007 or will MOSS 2007 still be used after SP 2010 is deployed?
The plan is to retire MOSS 2007 after SP2010 is deployed.

What does your current SharePoint landscape look like? i.e. how many site collections and how many sites? / Please describe your current site collection architecture.
Our Intranet site is one site collection with approximately 300 sites.
Our Extranet is one site collection with approximately 50 sites.

Do you currently have any Third Party Tools to assist with migration? If yes, do you have plans/budget to license these tools on SP 2010?
No, we do not have any third party tools to assist with migration. We have no plans to license tools.

Has a BPOS solution been considered?
Yes. Our department made a decision to proceed based on related project timelines and the uncertainty of the availability of BPOS to meet our needs.

How many people do you anticipate need training?
All site owners (~150 currently) and all site collection administrators (~10 currently) and any others identified during the planning process.

Do any current governance documents already exist?
Yes, but they need to be refined and updated for the new SP 2010.

Do you currently use any third-party tools or webparts?
Yes. Part of the planning will include an evaluation to see which tools and/or webparts are required for SP 2010.